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FBIS-1462/85

3 OCT 1985

MEMORANDUM FOR: Director of Personnel

FROM:

[redacted]  
Director, Foreign Broadcast Information Service

SUBJECT:

Rotation Proposal-[redacted] PMCD

1. We recommend that [redacted] the PMCD position management officer currently handling the FBIS foreign national classification and compensation system (the FBN plan) within PMCD, be assigned to FBIS on a one-year rotation with option to extend if agreeable to FBIS and PMCD.

2. Now that the FBN plan is fully operational in FBIS bureaus throughout the world, we need a full-time administrator for the system. This administrator must have wide experience with the FBN plan as well as with general classification and compensation procedures. [redacted] is uniquely qualified for the job. The system is now being jointly administered by the Special Assistant to our Chief of Operations and by the Chief of the Personnel and Training Branch. Neither have the time nor the expertise to give to full-time administration of the FBN plan. [redacted] is often diverted from devoting full attention to the plan owing to other pressing commitments at PMCD. This problem is exacerbated by the physical separation between [redacted] and the FBIS administrators in Key.

3. Duties [redacted] will be expected to perform include completing and refining FBN general grade guidelines, drafting compensation schedules for PMCD approval, serving as liaison between PMCD and FBIS field bureaus in all foreign national compensation and classification matters, coordinating with field bureaus over local benefit packages, monitoring field bureau adherence to the FBN plan, and formulating and implementing with PMCD a system to collect wage survey data to support FBN compensation schedules. This last duty is becoming an urgent priority as more and more field bureaus are finding it necessary to depart from strict adherence to DOS compensation schedules. There is currently no mechanism for collecting wage survey data for FBN positions.

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SUBJECT: Rotation Proposal-

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4. FBIS will provide one position for its Administrative Staff  
to accommodate  Suggest timing for the move be jointly  
agreed upon by PMCD and FBIS.

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cc: DDS&T

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